OFFICE OF THE CITY MANAGER

LTC#

10-2014

LETTER TO COMMISSION

TO:

Mayor Philip Levine and Members of the City Commission

FROM:

Jimmy L. Morales, City Manager

DATE:

January 7, 2014

SUBJECT:

Evaluation Committee Relative to Request for Proposals (RFP) No. 2014-001-MF, for an

Electronic Agenda System

The purpose of this LTC is to update the Mayor and City Commission on the Request for Proposals (RFP) No. 2014-001MF, which seeks to establish an agreement with a qualified firm to automate the current City Commission agenda preparation process.

The City has received five (5) responses pursuant to this RFP. Responsive proposals will be reviewed by the Evaluation Committee in accordance with the criteria established in the RFP.

I am considering appointing the following individuals to serve on the Evaluation Committee:

- Sandra Novoa, Town Clerk, Town of Surfside
- Frank Kruszewski, Resident
- Carmen Sanchez, Deputy Planning Director, City of Miami Beach
- Marcia Monserrat, City Manager's Office, City of Miami Beach
- Rafael Granado, City Clerk, City of Miami Beach
- Bob Biles, Applications Manager, IT Department, City of Miami Beach

I am also considering the following individuals as alternates:

- Conchita Alvarez, Town Clerk, Village of Key Biscayne
- Ken Bereski, Resident and Leadership Academy graduate
- Oscar Santiesteban, IT Department, City of Miami Beach

I would appreciate any comments and/or suggestions you may have by Tuesday, January 14, 2014.

Thank you.

C:

Kathie Brooks, Assistant City Manager Alex Denis, Department of Procurement Management

Rafael Granado, City Clerk

JLM/KB/AD

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